

BOARD MEETING MINUTES

MISSISSIPPI DEPARTMENT OF INFORMATION TECHNOLOGY SERVICES

December 18, 2008

The Mississippi Department of Information Technology Services Board met in the 4th floor Class Room of the Robert G. Clark, Jr. Building, 301 North Lamar Street, Jackson, Mississippi 39201, on Thursday, December 18, 2008, at 1:30 P.M.

Members Present:

Cecil Watkins, Chairman

Thomas A. Wicker, Vice-Chairman

Steve Adamec

John Hairston

Member Not Present:

Derek Gibbs

Legislative Advisor Present:

Senator Sampson Jackson, II

Staff Members Present:

David L. Litchliter, Executive Director

Martha Pemberton, ISS Division Director

Lynn Ainsworth, ISS Deputy Division Director

Claude Johnson, Strategic Services Division Director

Craig Orgeron, Strategic Services Deputy Division Director

Mitchell Bounds, Data Services Division Director

Michele Blocker, Internal Services Division Director

Donna Nead Rogers, Special Assistant Attorney General

David Johnson, Accounting Manager

Roger Graves, Telecomm Services Division Director

Jimmy Webster, Telecomm Services Division

Tina Wilkins, ISS Technology Consultant

Ravaughn Robinson, ISS Technology Consultant

Jane Woosley, ISS Technology Consultant

Cheryl Yelverton, ISS Technology Consultant

Sheila Kearney, ISS Technology Consultant

Tangela Harrion, ISS Technology Consultant

Bill Roach, ISS Technology Consultant

Donna Hamilton, ISS Technology Consultant

Mel Cordua, ISS Technology Consultant

Anthony Hardaway, ISS Technology Consultant

Kevin Gray, Strategic Services Division

Debra Brown, Strategic Services Division

Deb Breazeale, Strategic Services Division

Rhonda Allen, Strategic Services Division

Caren Brister, Strategic Services Division

Others Present:

Mark Hollingsead, Ciber

Travis Clayton, Ciber

Cheryl Crawford, consultant for Mississippi Division of Medicaid

Lynda Dutton, Mississippi Division of Medicaid

Sateez Kadivar, Skire

Tim Ragland, Mississippi Department of Human Services

Tony Brown, Mississippi Department of Human Services

Mike Bullard, Mississippi Department of Human Services

David Pitcock, Mississippi Department of Finance and Administration

Cille Litchfield, Mississippi Department of Finance and Administration

Becky Thompson, Mississippi Department of Finance and Administration

Rick Snowden, Mississippi Department of Finance and Administration

Dennis Brackin, AT&T

Barry Marshall, Mississippi Division of Medicaid

Marc Wilson, Mississippi State Department of Health

Joe Surkin, Mississippi State Department of Health

Derrick Lindsay, Mississippi Department of Education

David Brown, BCS

Ken Guidry, BCS

Terrell Knight, Cellular South

Agenda Item No. 1: Cecil Watkins called the meeting to order and directed the Board's attention to the first agenda item, approval of the minutes from the ITS Board Meeting on October 16, 2008.

On motion by Steve Adamec and second by Tom Wicker that the minutes of the October 16, 2008 meeting be approved:

Motion carried; unanimously.

Agenda Item No. 2: Sheila Kearney and Cille Litchfield, Chief Systems Information Officer,

presented the evaluation and recommendation of proposals received in response to RFP No. 3568-36880 for the acquisition, configuration, and implementation of software and hosted services to support construction project management, real estate and lease management, and facilities management for the **MISSISSIPPI DEPARTMENT OF FINANCE AND ADMINISTRATION (DFA)**. The staffs of ITS and DFA jointly recommend the selection of Skire, Inc., as lowest and best vendor to provide a hosted construction project management, real estate and lease management, and facilities management solution, at a total 5-year lifecycle cost not to exceed \$2,750,000.00.

On motion by Steve Adamec and second by John Hairston that the staff recommendation be approved:

Motion carried; unanimously.

Agenda Item No. 3: Martha Pemberton presented the recommendation for Project No. 38036 for the continuation of the agreement between ITS and Ciber, Inc. (formerly Third Day Solutions, Inc.) for consulting services in support of Mississippi Student Information System (MSIS) Special Education functionality for the **MISSISSIPPI DEPARTMENT OF EDUCATION (MDE)**. The staffs of ITS and MDE jointly recommend approval of the continuation of the agreement between ITS and Ciber, Inc., in the amount of \$209,000.00, for Phase V of the ongoing enhancement of the MSIS Special Education functionality, under the project management and oversight of ITS. With this continuation, the revised total lifecycle cost of the contract between ITS and Ciber, Inc., previously Third Day Solutions, is \$687,590.00.

On motion by Steve Adamec and second by Tom Wicker that the staff recommendation be approved:

Motion carried; unanimously.

Agenda Item No. 4: Donna Hamilton presented the evaluation and recommendation of proposals received in response to RFP No. 3558-37526 for the acquisition of an integrated software solution and implementation services for a comprehensive, statewide Immunization and Disease Surveillance System for the **MISSISSIPPI STATE DEPARTMENT OF HEALTH (MSDH)**. The staffs of ITS and MSDH jointly recommend the selection of Consilience Software, as lowest and best vendor to provide an integrated software solution and implementation services for a comprehensive, statewide Immunization and Disease Surveillance System, at a total 5-year lifecycle cost not to exceed \$6,025,000.00.

On motion by John Hairston and second by Tom Wicker that the staff recommendation be approved:
Motion carried; unanimously.

Agenda Item No. 6: Cheryl Crawford, Consultant, and Lynda Dutton, Deputy Director of Administrative Services, presented Project No. 38032, requesting approval of an exemption for the **MISSISSIPPI DIVISION OF MEDICAID (MDOM)** to request proposals for the acquisition of an E-Health Records and E-Prescribing solution. The staffs of ITS and MDOM jointly recommend approval of the exemption request at a total estimated 6-year lifecycle cost of \$28,500,000.00. MDOM will solicit proposals in accordance with all statutory requirements for such acquisitions.

On motion by John Hairston and second by Tom Wicker that the staff recommendation be approved with the requirement that a follow-up report be presented to the Board should ongoing cost benefit analysis for the project indicate a decrease in the currently anticipated benefit:

Motion carried; unanimously.

Agenda Item No. 5: Barry Marshall, Systems Manager, and Lynda Dutton, Deputy Director of Administrative Services, presented Project No. 38031, requesting approval of an exemption for the

MISSISSIPPI DIVISION OF MEDICAID (MDOM) to request proposals for the acquisition of a Decision Support System/Data Warehouse (DSS/DW) solution. The staffs of ITS and MDOM jointly recommend approval of the exemption request at a total estimated 5-year lifecycle cost of \$16,600,000.00. MDOM will solicit proposals in accordance with all statutory requirements for such acquisitions.

On motion by Tom Wicker and second by Steve Adamec that the staff recommendation be approved:

Motion carried; unanimously.

Agenda Item No. 7: Tim Ragland, IT Director, presented the recommendation for RFP No. 3199-37984 for Change Orders to the Agreement with Interwoven, Inc., for the State's enterprise-wide Content Management solution for the **MISSISSIPPI DEPARTMENT OF HUMAN SERVICES (MDHS)**. The staffs of ITS and MDHS jointly recommend approval of these Change Order requests in the amount of \$384,150.00. With these Change Orders, the revised total lifecycle cost of this project is \$1,320,540.00.

On motion by Steve Adamec and second by John Hairston that the staff recommendation be approved:

Motion carried; unanimously.

Agenda Item No. 8: Craig Orgeron presented a briefing on the Mississippi Strategic Master Plan for Information Technology 2009-2011 published by the **MISSISSIPPI DEPARTMENT OF INFORMATION TECHNOLOGY SERVICES (ITS)**. The Staff of ITS requests Board Approval to proceed with the publication of this document.

On motion by Steve Adamec and second by Tom Wicker that the staff recommendation be

approved:

Motion carried; unanimously.

Agenda Item No. 9: Craig Orgeron presented an overview of the **MISSISSIPPI DEPARTMENT OF INFORMATION TECHNOLOGY SERVICES (ITS)** Annual Report for Fiscal Year 2008.

Board approval is requested to proceed with the publication of this document.

On motion by Tom Wicker and second by Steve Adamec that the staff recommendation be approved:

Motion carried; unanimously.

The Board acknowledged Agenda Item No. 10 regarding the summary of equipment, software and services, exemptions and sole source procurements approved by the ITS Executive Director.

On motion by Steve Adamec and second by Tom Wicker that the following per diem and expenses be approved:

Steve Adamec - per diem and expenses for 2 days;

Board Meeting, December 18, 2008, and

Travel in anticipation of Board Meeting, November 20, 2008.

John Hairston - per diem and expenses for 1 day;

Board Meeting, December 18, 2008.

Cecil Watkins - per diem and expenses for 1 day;


Board Meeting, December 18, 2008.

Thomas A. Wicker - per diem and expenses for 1 day;

Board Meeting, December 18, 2008.

Motion carried; unanimously.

There being no further business, the meeting was adjourned.

A handwritten signature in cursive script, appearing to read "Cecil Watkins", written over a horizontal line.

Cecil Watkins, Chairman

A handwritten signature in cursive script, appearing to read "Tom Wicker", written over a horizontal line.

Tom Wicker, Vice-Chairman